

SiteManager **Training Manual**



Module A
Chapter 2

Contract Administration
Contract Records
Disputes and Claims

Section A-1-2-14a

Disputes and Claims

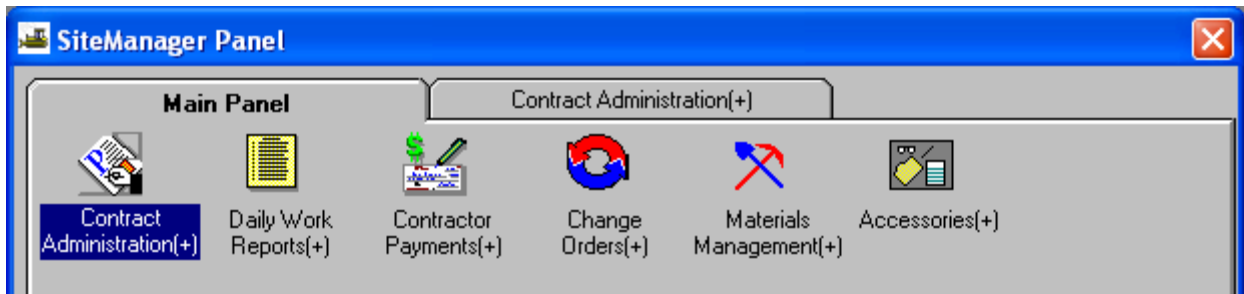
Student's Version

Indiana Department of Transportation
June 2007, Version 3.7b

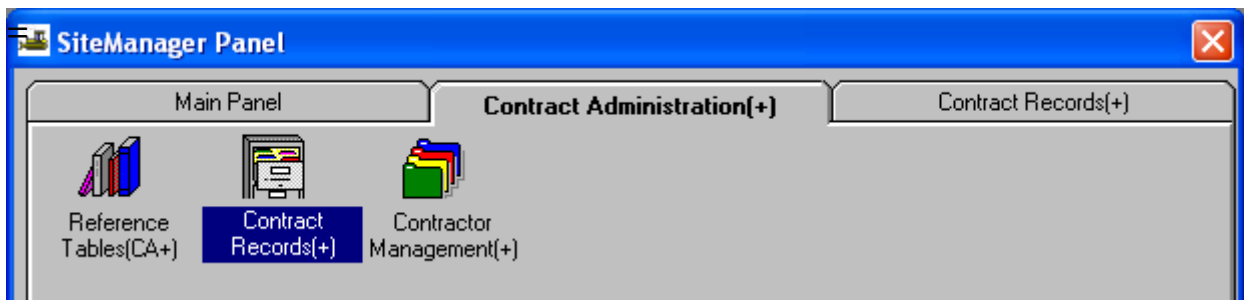
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DISPUTES AND CLAIMS

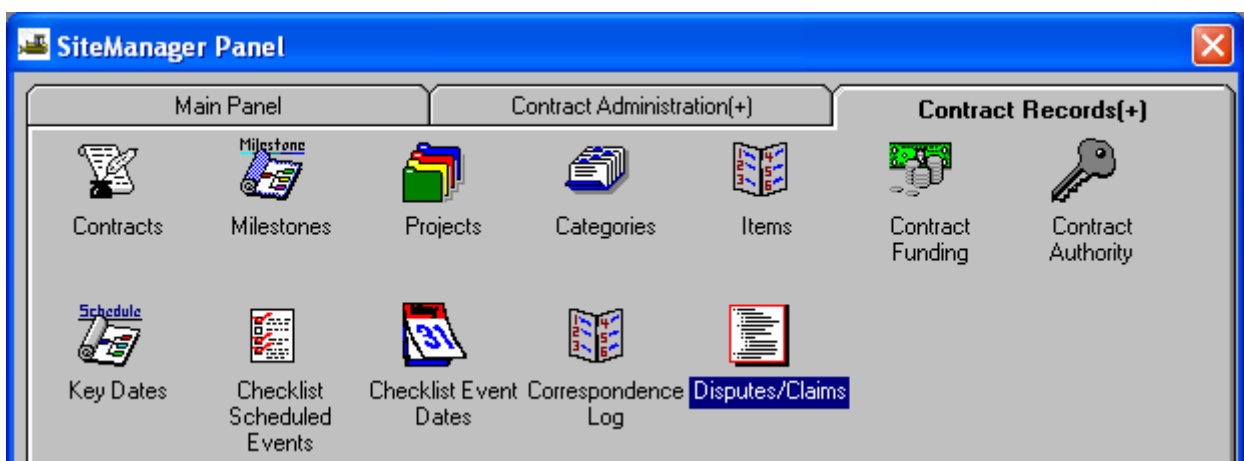
This section deals with claims and disputes the Prime Contractor has with INDOT. Once INDOT has been made aware of a **Dispute/Claim** the basic data entry will be made on the project. This is done to insure that INDOT can resolve the problem early and that a complete record of the resolution is maintained.



From the Main Panel, “double-click” on the **Contract Administration (+)** icon.



“Double-click” on the **Contract Records (+)** icon.



“Double-click” on the **Disputes/Claims** icon.

Select Contract Dispute

Selection

Contract ID
Dispute Nbr

Find :

Contract ID

Contract ID	Vendor ID	Fed State Proj Nbr	Status	County	Lvl 2	Lvl 3	Lvl 4	Loca
MT-DOCS	00-0000000	MT_DOCS	ACTV	C094	900			MISC MATERIALS
R-90001	99-9999999	STP 3387005	ACTV	C087	660			ON SR 261 AT 0A
R-90002	99-9999988	STP 3387005	ACTV	C087	660			ON SR 261 AT 0A
R-90003	99-9999977	STP 3387005	ACTV	C087	660			ON SR 261 AT 0A
R-90004	99-9999966	STP 3387005	ACTV	C087	660			ON SR 261 AT 0A
R-90005	99-9999955	STP 3387005	PEND	C087	660			ON SR 261 AT 0A

The **Select Contract Panel** will open with the following information:

- **Contract ID:** the **Contract ID** is the identification number assigned to the contract.
- **Vendor ID:** the **Vendor ID** is the INDOT assigned number identifying the Prime Contractor.
- **Fed State Proj Nbr:** the **Fed State Proj Nbr** is the assigned Federal or State Project Number.
- **Status:** the **Status** field indicates the current status of the contract, i.e. Pending, Active, Complete, Archived.
- **County:** the **County** field contains a letter and number code identifying the county where the majority of the work is located.
- **Lvl 2:** the **Lvl 2** column indicates the District office administering the contract.
- **Lvl 3:** the **Lvl 3** column is not utilized by INDOT.
- **Lvl 4:** the **Lvl 4** column is not utilized by INDOT.
- **Location Description 1:** the **Location Description 1** column is the description of the physical limits of the contract.

“Double-click” on the appropriate **Contract ID**.

Select Contract Dispute

Selection

Contract ID
Dispute Nbr

Find :

Dispute Nbr

Dispute ID	Type	Dispute Category	Status
1	Dispute	04	01
2	Dispute	04	02
3	Claim	06	01
4	Claim	02	01
5	Claim	03	01
6	Claim	01	01

Select the appropriate Dispute or Claim to be viewed.

Description Tab

The screenshot shows the 'Disputes / Claims' window in AASHTO SiteManager. The 'Description' tab is active. The window contains a form with the following fields and values:

Contract ID: R-90003	
Dispute ID: 4	Type Ind: Claim
Status: Received	Subcontr ID:
Category Type: Utility	Estimate Nbr:
Requested Amt: \$760,000.00	Settled Days: 101
Requested Days: 101	Settled Amt: \$760,000.00
Received Date: 09/28/06	Logged Date: 09/29/06
Diary End Date: 00/00/00	Diary Start Date: 00/00/00
Contractor Accepted Date: 10/02/06	Dept. Resolved Date: 10/02/06
FHWA Concurrence Date: 00/00/00	Release/Payment Date: 00/00/00
Resolution Reason Type: Spaces	
Remarks: Delays due to utility conflicts. Waiting on power co. to move poles and relocate transmission line.	

Below the form is a table with the following headers: Project Number, Line Item, Item Code, Short Description, Seq Nbr.

The **Claims/Disputes** Window appears with 3 Tabs **Description**, **Recipients**, and **Related Documents**

Dispute ID: A system assigned number, unique to the individual Claim or Dispute.

Type Ind.: Indicates if this is a Claim or Dispute.

Status: Indicates the current status of the claim/dispute.
Can be either **Denied**, **Logged**, **Received**, **Resolved**, or **Withdrawn**.

Subcontr ID: Indicates the appropriate Subcontractor that this Dispute or Claim is associated to.

Category Type: This field is used to record the contractor's reason for the claim/dispute.
Can be either **Differing Site Conditions**, **INDOT Delay**, **Materials**, **Out of Scope**, **Time**, or **Utility**.

Estimate No.: If the dispute involves an item on a Pay Request, the Pay Estimate No.

Requested Days: The number of days requested by the contractor for any time extension associated to the claim.

Requested Amt.: The amount requested by the contractor to resolve the dispute.

The screenshot shows the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". Below the menu bar is a toolbar with various icons. The main window has a tabbed interface with "Disputes / Claims" selected. Under this tab, there are three sub-tabs: "Description", "Recipients", and "Related Records", with "Description" being the active one. The form contains the following fields:

- Contract ID: R-90003
- Dispute ID: 4
- Type Ind: Claim
- Status: Received
- Subcontr ID:
- Category Type: Utility
- Estimate Nbr:
- Requested Days: 101
- Requested Amt: \$760,000.00
- Settled Days: 101
- Settled Amt: \$760,000.00
- Received Date: 09/28/06
- Logged Date: 09/29/06
- Diary Start Date: 00/00/00
- Diary End Date: 00/00/00
- Contractor Accepted Date: 10/02/06
- Dept. Resolved Date: 10/02/06
- FHWA Concurrence Date: 00/00/00
- Release/Payment Date: 00/00/00
- Resolution Reason Type: Spaces
- Remarks: Delays due to utility conflicts. Waiting on power co. to move poles and relocate transmission line.

At the bottom of the form is a table with the following headers: Project Number, Line Item, Item Code, Short Description, and Seq Nbr. The table is currently empty.

Settled Days: Indicates the number of days the Contractor has agreed to.

Settled Amt: Indicates the dollar amount the Contractor has agreed to.

Received Date: The date that the Contractors notification of the claim or dispute was received by INDOT.

Logged Date: The date the initial dispute entry was made into SiteManager.

Diary Start Date: The first day of DWR/Diary entries regarding this dispute/claim.

Diary End Date: The last day of DWR/Diary entries regarding this dispute/claim.

Contractor Accepted Date: The date the contractor accepted the proposed settlement.

Dept. Resolved Date: The date INDOT agreed to the proposed settlement

FHWA Concurrence Date: If required, the date FHWA concurred with the proposed settlement.

Releases/Payment Date: Indicates the date this Dispute/Claim was either released or paid on an estimate.

AASHTO SiteManager

File Edit Services Window Help

Disputes / Claims

Description Recipients Related Records

Contract ID: R-90003

Dispute ID: 4 Type Ind: Claim Status: Received Subcontr ID:

Category Type: Utility Estimate Nbr: Requested Days: 101

Requested Amt: \$760,000.00 Settled Days: 101 Settled Amt: \$760,000.00

Received Date: 09/28/06 Logged Date: 09/29/06 Diary Start Date: 00/00/00

Diary End Date: 00/00/00 Contractor Accepted Date: 10/02/06 Dept. Resolved Date: 10/02/06

Resolution Reason Type: Spaces FHWA Concurrence Date: 00/00/00 Release/Payment Date: 00/00/00

Remarks: Delays due to utility conflicts. Waiting on power co. to move poles and relocate transmission line.

Project Number	Line Item	Item Code	Short Description	Seq Nbr
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Resolution Reason Type: Indicates at what level the resolution took place.

Remarks: Used to provide brief description of the Dispute/Claim.

The information in the bottom panel: **Project Number, Line Item, Item Code, Short Description** indicates if this Dispute or Claim is associated to specific items within the contract.

“Click” on the **Recipients** folder tab.

Recipients Tab

Is used to forward dispute and claim information to selected parties for review, comment or information.

The screenshot shows the AASHTO SiteManager application window. The title bar reads "AASHTO SiteManager". The menu bar includes "File", "Edit", "Services", "Window", and "Help". Below the menu bar is a toolbar with icons for various functions. The main window has a tabbed interface with three tabs: "Description", "Recipients", and "Related Records". The "Recipients" tab is currently selected. Below the tabs, there are input fields for "Contract ID:" (containing "R-90003") and "Dispute ID:" (containing "4"). Below these fields is a table with the following columns: "Recipient", "Due Date", "Doc Sent Date", "Doc Received Date", and "Recipient Response Date". The table contains one row with the following data: "d90tfarm", "10/04/06", "09/29/06", "00/00/00", and "00/00/00". Below the table, there are input fields for "Recipient:" (containing "d90tfarm"), "Due Date:" (containing "10/04/06"), "Doc Sent Date:" (containing "09/29/06"), "Doc Received Date:" (containing "00/00/00"), and "Recipient Response Date:" (containing "00/00/00"). Below these fields is a "Remarks:" label followed by a large text area for entering remarks.

Recipient	Due Date	Doc Sent Date	Doc Received Date	Recipient Response Date
d90tfarm	10/04/06	09/29/06	00/00/00	00/00/00

Recipient: Indicates who this **Dispute/Claim** was sent to for their action and/or review.

Due Date: Indicates when this **Dispute/Claim** was to have been acted upon.

Doc Sent Date: Indicates when the original **Dispute/Claim** was sent to the Recipient.

Doc Received Date: Indicates when the original **Dispute/Claim** was received by the Recipient.

Recipient Response Date: Indicates the date when the Recipient responded to the **Dispute/Claim**.

Remarks: The Recipients remarks to the **Dispute/Claim**.

“Click” the **Related Records** folder tab.

Related Records tab

Documents that have been created elsewhere in Site Manager and that are related to the claim/dispute will appear here.

The screenshot shows the 'AASHTO SiteManager' application window. The 'Disputes / Claims' section is active, with the 'Related Records' tab selected. Below the tabs, there are input fields for 'Contract ID' (containing 'R-90003') and 'Dispute ID' (containing '4'). A table displays the related records with the following data:

Entered Date	Related Records	Key
10/03/06	Change Order	010

Entered Date: Indicates the date the Related Record was entered into SiteManager.

Related Record: Indicates what type of Related Record it is.

Disputes and Claims

Exercise A-14-T

Group Exercise

This exercise

will demonstrate how to view the Claim/Dispute records.

Log into SiteManager as: inquire

Password: pass

Navigate from the **Main Panel**:

“Double-Click” on **Contract Administration (+)** icon

“Double-Click” on **Contract Records (+)** icon

“Double-Click” on **Disputes/Claims** icon

“Click” on **Services** located on the Toolbar

“Click” on **Choose Keys**

“Double-Click” on appropriate **Contract ID**: R90003

“Double-click” on **Dispute ID 1**

When was this dispute resolved?

“Click” the **Close** button located on the Toolbar.